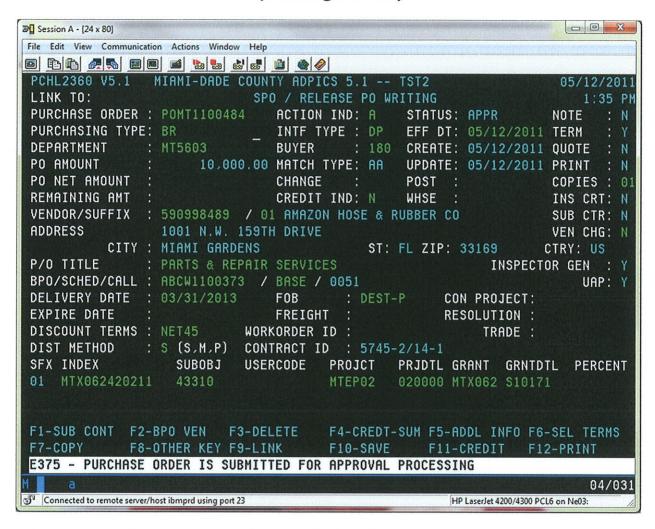


# Approval Path Meeting May 3, 2011 Corrective Action #7 – FTA April 8 Letter

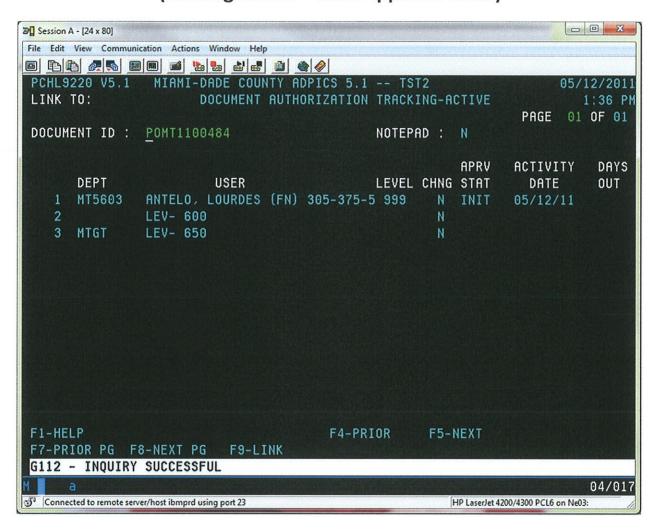
- Item #7 Utilize a process that ensures compliance with FTA requirements for each federally funded contract. Furthermore, it should address the FTA mandated clauses in individual contracts, even if there is a master services agreement in place. This recommendation is in accordance with FTA Circular 4220.1F, Appendix D, 5010.1D, Chapter VI, Section 2€3(b) and Chapter II, Section 3(a)7.
- Achievement #2 MDT will be implementing an automated approval path for all MDT grant procurement transactions that will require approvals by appropriate procurement staff.
- Action #2 Appropriate documentation will be processed, SOP's will be finalized and staff trained by May 31, 2011.
- In accordance with Action #2 above, this presentation will cover the basis for the new grant approval paths for POs.

#### PO – Knowing when a PO will be affected by the Grant Approval Path (Existing Screen)



When PO is saved by pressing F10, the Grant field will be automatically filled in if a Grant is used.

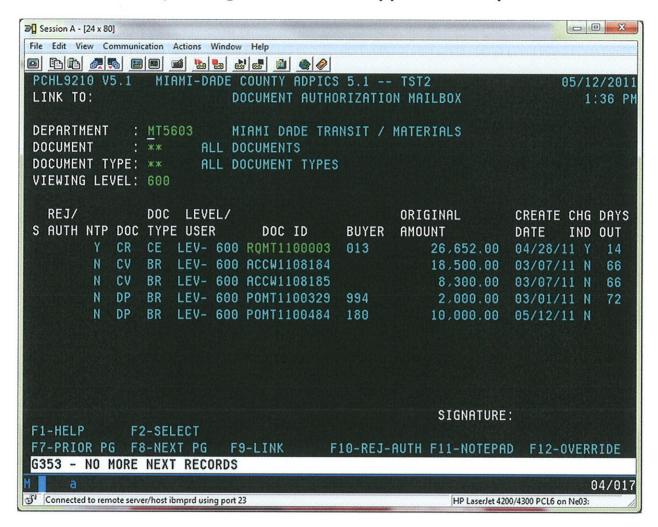
#### PO – Knowing when a PO will be affected by the Grant Approval Path (Existing Screen – New Approval Level)



After changing the action indicator on PCHL2360 to "P" (for post) and pressing F10, the PO will be sent through the existing approval path corresponding to the initiating department, purchasing type and possibly the amount of the PO.

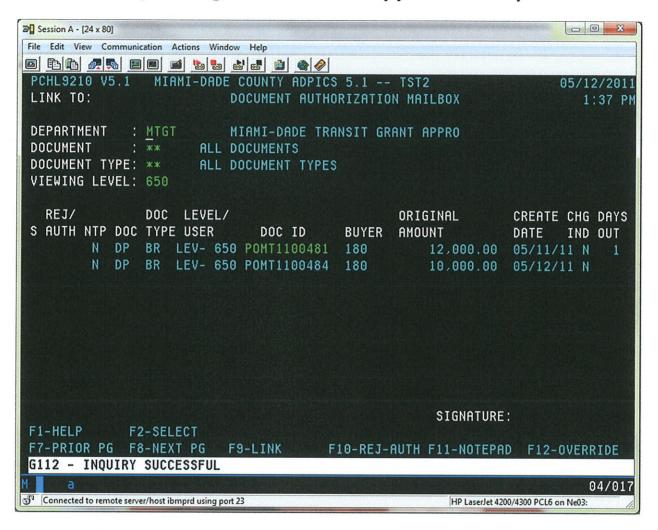
Screen PCHL9220 (seen above) will provide a view of the approval path that PO will take. The PO will first be routed based on the initiating department (in this example, MT5603) as defaulted from PO entry in PCHL2360. Please, notice the new level 650 for grant approval.

### PO – Knowing when a PO will be affected by the Grant Approval Path (Existing Screen – New Approval Level)



Screen PCHL9210 is the document authorization mailbox screen where select users approve documents, in this case, POs.

## PO – Knowing when a PO will be affected by the Grant Approval Path (Existing Screen – New Approval Level)



After the PO has been approved through the established approval path(s), if the PO contains a grant, the PO will be forwarded to the new designated grant authorization mailbox (level 650) before final posting can proceed.

#### What's next?

- MDT to identify the appropriate approvers
- MDT to provide authorized security forms, please use the FAMIS/ADPICS Security Form found in Finance's website
- Training to all parties involved dates to be determined